

MINUTES

Council on Aging Governance Committee

March 3, 2016

Senior Center

230 Webster St., Marshfield, Ma 02050

ATTENDANCE:

Sheila Gagnon, Carol Hamilton, Bill Scott and Barbara Van Houten.

CALL TO ORDER: The meeting was called to order at 1:10 pm.

APPROVAL OF MINUTES: Sheila made a motion to approve the minutes of January 19, 2016 and Bill seconds. Motion passes. Sheila moves the minutes of the February 16, 2016. Bill seconds. One abstention, motion passes.

DISCUSSION: Carol passes out the latest corrections for the main governance document. The committee perused the edits and compared the colored copy to the black and white version. The committee felt that giving the Board the colored copy and the black copy would be too confusing. We will instruct the Board members to look at the final revised black copy and compare it to their old copy. We still have to # the pages. Delete the first section of the vision statement that explains the vision statement. On page 3, first section, replace the title from "Board Tenure" to "Board Resignation". Take out the #1 at the end of the first sentence. Fix the spacing in Article VII and include the words "Roberts Rules" in #3. Move the last sentence of the page up to the previous sentence. In article VIII, in #4 take out the asterisk. In # 6 of the same section take out the parenthesis in the last sentence of #6. In article IX in #1, letter B take out the #2. Under elections, in letter B check on the reference to 4c and take out if appropriate. In # 3 in the same section add to the duties of the Chairperson by adding the phrase: To conduct the meetings in compliance with the Mass General Laws, town bylaws and Robert's Rules of Order. The best place might be letter "b". In article X, #3, and letter b, use low case for the words, "fellow board members". In letter e we could replace every three years with "as required". Under Article XII take out the bold section that refers to a majority of the board being present. In the next to last sentence replace the word "a" for the word "the". The committee also discussed how they might change "at a subsequent meeting", to say at the next scheduled meeting or the monthly meeting, but ultimately decided to use "at a subsequent meeting".

NEXT MEETING: The next meeting was not scheduled.

ADJOURNMENT: The meeting was adjourned at 2:52 PM.

Respectfully Submitted, Carol Hamilton, Director Council on Aging